

APPROVED 11/28/2007

Present: Committee members Charles Kimball, Chair, Mike Nygren, Peg Pinkham, Pat Martel, Doug McElroy, Peter Bearse, Donald Gates, Jr., Andy Kohlhofer, Police Chief Neal Janvrin, Public Jeanne Nygren and Keith Stanton, who videotaped the meeting; and Recording Secretary Kathy Arsenault.

The Meeting was called to order at 7:03 pm. Introductions were made around the table.

Neal Janvrin passed out the budget proposals for the Fremont Police Department.

He began by stating that the Police Department had an unusually busy year. He stated the documented incidents and reports that have occurred. He added that as the economy gets worse, the PD gets busier and that there is a constant turn over of help. They have 2 part-timers ready to graduate from the academy and 1 full-timer about to graduate from the academy. He continued that you hire and train them and then they leave. Andy Kohlhofer asked if we make them sign a contract. Neal Janvrin stated no, but we have kicked the idea around often. Peg Pinkham asked about a financial incentive. Janvrin stated no, but we give merit steps on the year anniversary. Doug McElroy noted that there is a large turnover. Janvrin stated that yes; benefits and hours are the key. He continued that with the tax rate being what it is it is tough. A discussion regarding the replacement of shifts FT vs. PT and the costs between the two took place. Janvrin mentioned that Charles Rand is leaving the full-time position after 15 years, but would like to continue on a part-time basis. Janvrin noted that it is hard to replace 15 years of experience.

Janvrin continued that unfortunately we keep training them, but we can't keep them. Peg Pinkham asked with some of the dilemmas you are facing, have you considered 2 full-timers. Janvrin stated that we are all right with one FT officer and one PT officer. The full-timer is already budgeted. Mike Nygren stated that you are looking to replace the position not to add. Janvrin said the full-time is to replace not to add. Nygren asked about how many hours is Charles guaranteed. Janvrin replied that he couldn't offer a guarantee. Mike Nygren asked are we keeping him on PT for the benefit of the firearms. Janvrin said that he would be lucky to get one shift every couple months. Kohlhofer questioned if the town spends money on someone, can we get back from him the money we spend on him, it seems as though we are getting nothing back. Kohlhofer added that it seems to violate the budgeting rules. Janvrin said that this just started, if it doesn't work out it doesn't work out. Sometimes their availability is limited. He continued that they let us know what their availability is and we work with it. Nygren asked if that is detrimental to the ones that you are trying to get onboard. Janvrin said no, they all have full-time jobs also. He added that as part time, there are limited hours (24) that the state will let them work.

Peter Bearse stated that the major problem here is the turnovers. Janvrin stated yes, and we are hoping the Municipal Assoc. wage study can help with the problem. Bearse stated that it's a money issue. Janvrin said it is a money issue as well as a benefit issue. He continued stating that in most occasions a per diem nurse gets paid more than a regular nurse gets, because they don't get any benefits. Nygren stated if you did that, someone that is part time might look to get and work more hours. You could actually save money if you pay a higher rate. McElroy added that you would keep them longer. Janvrin stated that the bottom step for PT is \$12.77/hour and FT is \$17.12/hour. Nygren asked if Janvrin could come back with a study as to how much it could save us.

Bearse stated that the solution is in saving full time people. He added, that we need to recognize that a great percentage is detail work. Janvrin stated that there was about \$40,000 in private detail this year. He added that this is a line item that gets reimbursed, the detail is paid out at \$45.00/hour. Nygren asked how much of the \$45 goes into retirement benefits. Janvrin stated that it goes towards administrative fees, FICA, federal with-holdings, ret., etc. Nygren asked about how many hours roughly are there in detail. Janvrin answered about 1200 and the Grassdrags have a big bite of it. Nygren asked regarding the regular work force people, how much did you pay out in shifts. Janvrin stated I can't tell you that.

Peg Pinkham asked are you looking for solutions from us or are you just sharing this with us. Janvrin stated that he is looking to replace the full-time officer and add a part timer. Kohlhofer noted that the Chief that his budgets have always been very disciplined. Janvrin stated, I have asked for years for a benefits package for my guys. Pinkham asked do you think that with more money they would commit to more time. Janvrin said I feel it would be better and more advantageous for longevity. Pinkham asked if we were saving on the training, what could you offer someone. Janvrin said that the NH part-time academy was 100 hours, now its 200 hours. Nygren asked about how many flunk out. Janvrin stated that eight took the test, and only 2 passed. Janvrin continued that the screening process is pretty stringent. Charles Kimball noted that there is a physical test for the academy. Janvrin said that they have to pass a physical test before they can even get into the academy. They have to re-do the academy every 3 years. McElroy asked do you think there are enough qualified people out there to fill the positions. Janvrin said yes I believe there are, but these same people sent resumes to Portsmouth, Greenland, Raymond, etc. McElroy asked do we need to pay them more. Janvrin said yes. McElroy stated that in the long run it would save us money to pay more. Janvrin added that when it comes to equipment our guys lack nothing, we have a very adequate, workable station, it's the benefits. In comparison to departments our size, we will never be the Portsmouth, Concord, Nashua, etc. Janvrin continued, I get a star from the academy, have him for a year until someone knocks on the door. Barse stated that Fremont is an incubator. Janvrin agreed. Barse asked is the difficulty of finding affordable housing part of the issue. Janvrin said no, I don't require them to live in town. Pinkham said to the point that we would actually save money if we pay out more money, could you do an analysis on that. Janvrin replied that he is waiting on the wage study to help us out. Donald Gates, Jr. added that is should be completed sometime in December. McElroy asked are you planning on the salary for next year to reflect that. Janvrin said yes.

Nygren added that losing part time people is never going to change. Once they get the training they are going to go where the dollar is. The wage matrix will say that we are either underpaying or we can't afford to pay. Janvrin added that the town does pay for the training. Gates believed that a contract is enforceable. A general discussion about contracts and their enforceability began. Janvrin noted that we couldn't compete with Manchester, Concord, etc. Gates added that we are not set at the top of the salary, but we are not at the bottom either. Adding that our equipment is better than some, even larger communities. Janvrin agreed stating that we are well equipped. He said that the town has never once at town meeting ever refused something for public safety. They have been good to us.

Janvrin continued with the budget proposal.

Clerical - \$26,395.20 Reflects 3% COLA and merit raise. Nygren asked how much an hour is the merit. Janvrin stated that she would go from \$12.45 to \$12.77 or to \$13.08.

Telephone - \$3480 Stayed the same. There are 4 lines into Police Department.

Postage - \$400.00 Stayed the same. Janvrin stated we do a lot with DARE, and the program buys another \$400.00 in postage. The DARE program is run strictly on private donations.

Supplies - \$2,000.00 \$166/month to run the office. This is the cost for paper, pencils toner, etc.

Internet - \$1,200.00

Printing - \$650.00 Used for statements, forms, parking tickets, summons, etc.

Equipment - \$14,530.00 Janvrin stated that this rise is mainly caused by IMC. Press release that states the system can no longer support Windows 2000 as of 2008. Will have to go to XP or Vista to upgrade the 3 systems, the server and the printer. Janvrin continued that with regards to the printer, he is looking to rent

one for a 4-year contract, which includes everything but the paper. He added that the copy machine is worn out. It is not cost effective. A discussion regarding gigabytes, ram and custom-made computers took place.

Nygren asked with regards to the rental on the copier, does that include the maintenance. Janvrin stated yes, everything except paper. Pat Martel asked from which company is that. Janvrin said the Copier Reaction. McElroy asked is that at a fixed price. Janvrin said yes for 4 years. Bearse stated he was still puzzled as to how he came up with \$9,000 for networking and infrastructure. Janvrin explained the 50-hour block of labor time, taking the old off the hard drives and updating the 3 workstations plus the server to updated new systems.

Computer Software Systems (IMC) - \$5220.00. Janvrin said that he is looking to add the investigation module, at a one time cost to have the module installed. He added that the IMC quotes are attached. Virus Protection \$9,447.50. This supplies numerous updates throughout the year. IMC is the industry standard. Nygren asked if the laptops would be compatible to the new system. Janvrin said yes, they already are. Nygren asked if the software would be upgraded. Janvrin said that IMC would do that. McElroy asked is this a one-time investigation module. Janvrin said yes. Kohlhofer asked if the IMC is required by the state. Janvrin said no, it is a report system that we got involved with in 1997. He explained how a group of Chiefs got together in Concord, were given a disc, and they started building a database. At the time everything was done in long hand. With computer, they decided to go to the multi-user system, which gave them reports. When they wanted to start tracking dispatch, they bought the dispatch module. They added to it buying the payroll module, etc. He added that the investigation module is a multi-user program. Gates asked what the maintenance consists of. Janvrin stated that they are constantly updating and constantly expanding making the program faster and stronger. Martel asked do you go online and do the updates. Janvrin answered don't have to, they send the disc, and I update it on the system. Kohlhofer asked could you access it from home. Janvrin said yes, there are many firewalls to go through to get there, but yes I can take control from home. Janvrin continued that this system saves a lot of time. The officers are entering right from the cruiser. It will keep them on the street, with more visibility. They do a lot of their work in the cruiser. With this they can come in, push a button and it goes right to the mainframe. He added that pictures are done digitally. Each cruiser has a digital camera that goes right on to the arrest reports. Bearse asked about video cameras. Janvrin stated that we don't have video cameras.

Training and in-service training are mandatory. Fire- arm training is mandatory. Janvrin stated that they are required to go out on the range. He has budgeted for 12 hours/man of range time. Firearms instructor is there. Kohlhofer said that according to past budgets, you have only spent about half of that. Janvrin said that the in-service training this year is way up over past years.

Charles Kimball asked about 1st Aid training. Janvrin stated that we are not 1st Responders. He added that we used to train all officers to be 1st Responders, but Rescue didn't want us. Rescue wrote us out of their system. He continued that they didn't want us to take the points. Pinkham asked could you reconsider that again. Janvrin said that he would like to, but we were told we weren't welcome. Janvrin stated that he would take the training himself. He added that he doesn't want his guys to be EMTs, he would like them to be 1st Responders. Kohlhofer added, that when his wife's spleen burst, the cop who showed up saved his wife's life, it is important. Janvrin said that during the day, we are the Rescue.

New Officers. Janvrin said that this number is going to change, the academy went from \$100 to \$200. Janvrin said that the pay starts at the bottom rate of \$12.77/hour. When they graduate the go to \$13.09 (after academy training) Nygren asked do you have new men training. Janvrin stated that they do the academy training and then they have in-house training, totaling 320 hours of training. Janvrin added that it's part time over the course of 2 or 3 months. Bearse noted that the lack of budget is not an excuse for lack of training.

Nygren asked if the salaries are based on 3% COLA. Janvrin said yes, and a step increase on their anniversary. Nygren asked when is it maxed out. Janvrin said 10 years. He said that he is maxed out. Janvrin

said, once a guy reaches the top step, what do they look forward to. Nygren said the 3%. Janvrin stated that a lot of places give a longevity stipend. Kohlhofer asked is that included in the retirement. Janvrin said at the Sheriff's Dept. there is, after 5 years, a longevity stipend. Nygren asked if the teachers have a longevity stipend. Pinkham said no, that it is not quite done that way. Pinkham added that they cap-out at 12 steps. Kohlhofer asked do you have an educational bonus. Janvrin said no, thought about in the past, but haven't done it.

Janvrin stated that we don't have a shift differential. Kohlhofer asked could part time people get holiday pay. Janvrin said no, FT gets 10 paid holidays. Nygren asked if there was a breakdown of when the step raises take place. Janvrin said yes. Martel read that LaRochelle's is in January. Janvrin said yes, and he just received a promotion, so he starts a whole new step program. Kohlhofer asked how long has LaRochelle been here. Janvrin said more than 5 years, and he spent time in Iraq. Janvrin added that Whitman was FT, left for PT, then came back again for PT, with full time re-certification. Gates asked is there an amount that part-timers can only work. Janvrin stated that for him its 34 hours over that affects his retirement, but he is FT certified. He added that part-timers couldn't work more than 25 hours per week. He stated that St. Onge graduates this Friday from the full-time academy.

Special Details - \$38,500. Janvrin said this would be changed up to \$45,000. This year we are going over the \$38,500. He said that the details line creates a nightmare for Heidi. This will be set up in an account. Increase of \$5,000 should eliminate the problem.

Vacations. Nygren asked how come it is at less than the hourly rate. Janvrin said that \$14.25 is the average cost of part-time replacement. Nygren asked if they could carry vacations over from year to year. Janvrin said we have allowed them to carry 2 weeks over. Nygren stated that is a bone of contention on retirement plans. He added Charles Rand was owed 103 hours of vacation time. Janvrin added that's 3 days a week he works a patrol shift and the average cost of a PT patrolman is \$14.25. He continued that the call-out is higher and you can't always get a part-timer. Nygren asked what's the guarantee for call-out hours. Janvrin said 2 hours. Pinkham added that you should have 2 officers present for a female. Janvrin noted that it is not required, but advisable, just for a witness.

Investigations. Reese Bassett works 24 hours a week and there is too much for Reese to do. Wayne Ingersoll has been scheduled to work with Reese, so that there will be an investigator for 40 hours per week. It has always been budgeted for 34 adding 6 hours. Pinkham said that we appointed Reese as Truant officer. Janvrin added that is a good thing.

Gates said that it is budgeted for 34, it should be changed to read 40. Kohlhofer noted that it is budgeted for 34 adding 6 hours. Bearse said you made the remark about hitting the max, can you qualify for additional steps. Janvrin said no I have reached the top of the steps. Gates said that the theory of the matrix is that as a person moves through the matrix, once they get to the end, they are at the end. Janvrin said I am at top step at \$27.30 it doesn't give me merit raises. Gates said but a new police chief may start at a different end and you are not going to make anybody go backwards. Martel noted that Janvrin has himself at \$24.92 but stated that he was \$27.30. Janvrin will make the correction. He also noted that he is not squawking about what he gets paid, he is thinking about the part-timers. Pinkham asked you are at 52 weeks for the year not 54. Janvrin said I take the holidays off. He added that the hours he works in a week couldn't be over 34 in the group 2 category.

Equipment – Stayed the same \$6600

Communication – Has increased, with cell phones in all cruisers. Janvrin stated he would like to pay a stipend to those guys that use their own cell phones. He said I am the only one who receives a stipend for that use. It would be \$28.34/month for a phone in a cruiser x 4/cruisers. Pinkham asked is that what you are looking for about \$25/month for the cell phones. Janvrin said yes. Kohlhofer asked if that doesn't include

roaming charges, etc. how will you monitor it. Janvrin said it's about 800 minutes and nights and weekends are free. Kohlhofer asked do they have GPS on them. Janvrin said yes they do.

Janvrin asked for a recess. Charles Kimball recessed the meeting at 8:45pm. The meeting continued at 8:54pm.

Nygren asked for 12 lines, is that 12 phones you are getting. Janvrin said no it would be 4 phones, if I decided to put one in each cruiser. Janvrin said another way of doing this is to just pay everyone a stipend, actually it would be a little bit cheaper. Then we don't put the phone in the car, if they go over the minutes it's their minutes. Gates stated that for a part-timer, a one time per month stipend might not be such a good idea. He added I could see for the full-timers, but not the part timers. They could present a phone bill for reimbursement. Nygren asked is there that much of need for this. Janvrin said yes, there are about 25-30 calls a day. If I were in the cruiser I would have to go back to the station to call or use my cell phone. Nygren said I understand with you as the Chief, but a patrolman, I don't know. Janvrin added that these are business calls, not personal. Nygren stated this is something to consider.

Janvrin noted a misprint on page 11 for \$2500. The 1st Aid line should be \$500. This is to replace equipment in cars, etc. Gates asked is it taken out of the bottom line. Janvrin said yes it is.

Investigation/OHRV- Same as last year. Kohlhofer asked if the state investigation labs are adequate. Janvrin said they wouldn't come out unless it is a capital offense. Janvrin stated we had a series of burglaries recently, we had fingerprinting to be done, and it could take months for results. Janvrin added that one of the things we want this year was an infrared, night sensitive camera. Bearse asked have you ever had DNA testing done. Janvrin said yes, it is Reese's expertise. He knows what he is doing and he is one good investigator.

Fuel Line- Same as last year. Nygren asked is this number realistic. Janvrin said yes, I changed vendors. He continued that it is totally tax-exempt. Janvrin mentioned that with tax rebates before, it went to the general fund. We paid \$2.00 gallon at Citgo, got .50 back, but it was still in the budget at \$2.00. Janvrin stated that now each vehicle has a separate computer chip, each officer has a separate code, and the chief can monitor the usage. Janvrin said that it's convenient.

Cruiser Maintenance - Same as last year, except the 617 line. Janvrin said this is a labor line. Charles Rand used to take one day a week for vehicle maintenance. He continued now Reese will take on this task at 4 hours a week. It keeps the costs down and it gives Reese a chance to make a little extra money. He added that the scheduling is for a very aggressive maintenance program. He would spend that many hours each week driving the cruisers to and from maintenance appointments. Kimball asked if the tires are tax-free. Janvrin said yes they are tax-free from Stratham Tire. Gates asked if they are paid at the hourly rate. Janvrin said yes.

Details - 2

Janvrin stated that the OHRV has a special revenue account where fines come into. Asking for \$3,097.75 to purchase equipment to supplement the OHRV patrol.

Detective Juvenile Vehicle – Janvrin included in his budget a written statement from Det. Reese Bassett, requesting for the purchase of a new police vehicle. Janvrin stated that we are asking for \$19,083.00 to purchase the vehicle. Kohlhofer asked who would be driving it. Janvrin said Reese would be driving it and it would be unmarked. It would be equipped as an investigative car. Pinkham asked is the DARE car coming to an end. Janvrin said it is nearing its longevity. There is not really a need for it now. We use it to travel to and from Concord, it is cheaper on gas. Kimball asked would it be worth converting the DARE car. Janvrin said no, it is too small of a car, you can't put people in the backseat. Kohlhofer stated that according to Reese

marked units couldn't do this type of travel. Janvrin explained that a lot of kids are dealt with anonymously. Kohlhofer asked if he (Det. Basset) is driving to Nashua, Dover, or Worcester for issues, why would he need an unmarked car for that. Janvrin explained that cruisers are equipped to transport criminals, not citizens. It would cost \$12,000.00 for the car with \$8,000 for the equipment. Gates asked if it is not a pursuit vehicle, why do you need the lights. Janvrin stated that it is still a police unit. Janvrin said that it would be used for both detectives. He continued that they are looking for something with some warranty left on it. Kohlhofer asked is he using his own car now. Janvrin said yes. Kohlhofer stated he doesn't want to use his own car anymore. Janvrin said no, he has identified a need for a new car with new equipment. Nygren stated that if they are out a lot, you are not going to get 10 years out of this used vehicle if you are talking about that much travel. It is going to be more than the average person traveling 50 miles to and from Manchester is. Janvrin added that Reese also goes to the state lab a couple of times per month in Concord.

Janvrin stated that the 2009 budget would show a purchase from the capital reserve fund. After that a cruiser every year, I don't know. Pinkham asked if people do donate vehicles. Kimball stated that usually those donated vehicles are in the \$2000 ranges. Kohlhofer asked if this fund that you are using to pay for the warrant articles, can you use that if you want to. Janvrin said no that is the OHRV and we can only take money out of there if it is for OHRV purposes. McElroy added that eventually those machines would have to be replaced as well.

Janvrin stated the total budget with the warrant articles is less than what it takes to raise the tax rate \$1.00. If someone owns a \$200,000 dollar home, it costs them \$200 a year for police protection. Kohlhofer stated that it is about a 10% increase. Kohlhofer added \$19,000 for the new detective car. Nygren said so it is \$55,000 total. Gates said yes, just about. Kohlhofer stated that every budget is up about 10% from the previous year. McElroy added that actually Fire Rescue is not. Kimball added that it actually it looks like it could be less. A discussion regarding discretionary spending and the auto-pulse took continued.

Animal Control budget

Janvrin stated that Renee King is the civilian control officer. She takes care of creature control, domestic animals, sick raccoons, etc.

He continued that the only increases are the wages, at 3% for the 10 hours/week, and training at \$650. The cost is up because there are more classes she would like to attend.

Office Supplies - \$50

Kennel - \$1600.

Pinkham asked does she really need 10 hours a week. Janvrin said yes absolutely, there is dog licensing, dog warrants, pick up fees, issuance of summons, etc. There could be changes for her in going to the police academy. Kohlhofer asked could she write a ticket. Janvrin stated that she could only bring it to a certain point. Gates asked how do we account for the revenues. Janvrin replied that the Town Clerk and the PD have line items to collect these fees.

With no further questions, Charles Kimball thanked Neal Janvrin who left the meeting at 9:38 pm. Town Administrator Heidi Carlson joined the meeting at this time.

The meeting minutes from November 7, 2007 were distributed and reviewed.

The Committee discussed some follow-up from last week. It was discussed that the Selectmen and School Board can vote on issues, no one has found anything about members voting for relatives. Heidi was going to call for clarifications. Nygren stated that Charles Kimball had made the point about relatives voting for relatives. Kimball said that not on the cost of living just for raises. Kohlhofer asked if Heidi followed up on

that. Charles Kimball stated that doesn't pertain to the minutes. Heidi stated that she sent an email to the Municipal Association, but it takes a few days for a written response. When they get back to her, she will let the Committee know. She continued with follow up to last week. Heidi distributed the Town Clerk revenues, which she compiled for a few past years of comparison, from electronic versions of the Town Report information.

Discussion continued regarding the statutes for town forests and information pulled from town reports and other conservation items. Heidi passed around additional documentation for the committee to take home and review for a future meeting. Heidi has talked to Lori Holmes, Town Clerk about coming in to discuss the Town Clerk's Budget on November 28th or December 5th.

Pinkham referred to the minutes and asked for clarification on page 8. Nygren wanted to know what the turn over was, with regard to new employees, and being or not being accountable to the committee. Pinkham stated, you are right we are not accountable to you, on the other hand we work well trying to give you the information that you are looking for. Nygren stated that Annmarie gave us a report with no rationale for the spending, we are not asking for names and numbers. He continued that in looking at the staffing at the school, I can't see any reason what so ever why you would have to contract out with the number of people in that school. Pinkham stated that we are contracting out because we have to. Nygren said you are spending money on the contract. Pinkham said yes on speech pathology, we have to honor the children's needs. She added are we providing the needs yes, are we spending the money yes, but through contracts. Nygren asked is special education not out of the salary line, because I would like to know how you spent the money, other than salary, benefits and supplies. Kohlhofer asked are you still waiting for the numbers for the money for the rent. Nygren stated I haven't gotten that yet. Pinkham said to E-mail a very defined question to me and I will forward it to the board. Kohlhofer stated make a record for the board with the minutes. Some discussion regarding the school board budget and increases continued.

Andy Kohlhofer motioned to accept the minutes as amended, seconded by Mike Nygren, Peg Pinkham abstaining.

Peter Bearse asked to Peg Pinkham, does state law require us to have a superintendent for the SAU. Pinkham said I am not sure, I will find out for you.

A minor discussion regarding contracts for the Police Department took place.

A motion to adjourn the meeting was made by Doug McElroy and seconded by Peg Pinkham. The meeting was adjourned at 10:01 p.m.

The next scheduled meeting of the Budget Committee is November 28th.

Respectfully submitted,

Kathy Arsenault
Recording secretary